



# How to Create a College Board Account, Check SAT Scores, and Add Universities as Score Recipients

## To Create a College Board Account

1. Go to [www.collegeboard.com](http://www.collegeboard.com).
2. Click on the "For Students" link.
3. Click on "Sign Up," on the left-hand side next to where it says "Create a free account."
4. Under Step 1: Enter Student Information, you will need to fill out the following information:
  - Student's First (Given) Name (Example: Barack)
  - Middle Initial (Example: H)
  - Student's Last Name (Example: Obama)
  - Gender
  - ZIP/Postal Code (there is no postal code for Cameroon; if you must enter a number, enter 00000)
  - Date of birth (list MONTH, DATE, YEAR)
  - Year of High School Graduation (year you will complete/graduate from secondary school, meaning Upper General Secondary School or lycée)
  - Student's email address
- 4) Go to Step 3: create a username and select your password (DO NOT LOSE THIS!)

## To Check Your SAT Scores

1. Go to [www.collegeboard.com](http://www.collegeboard.com).
2. Sign into your account.
3. Click on "My Organizer."
4. Click on "My Tests."
5. Scroll down to "My SAT Scores."

## **\*\*To Send Your Scores to Universities Using Your SAT Account:**

1. Go to [www.collegeboard.com](http://www.collegeboard.com).
2. Log in to "My Organizer," and click "My Tests."
3. Then click "Registrations completed." On the page that follows, click "Update Score Recipients." Then next to "Send scores to," click "Update."

Please be sure to highlight the name of the university, and then click "Add." If you have successfully added the score recipient to your registration prior to the test date, it will appear on your Admission Ticket under "Send Scores To."

**\*\*NOTE:** Because students testing in Cameroon are not allowed to use a credit card to pay for any College Board services, **you can only use the online "Update Score Recipients" function to send the four free score reports that are included with the cost of registration.** If you want to send your scores to additional universities, you must download the Additional Score Report Order Form and mail the form and your payment to College Board. The fee to send each additional report is \$9.50. You can download the form at [http://www.collegeboard.com/prod\\_downloads/sat/sat-additional-score-report-order-form.pdf](http://www.collegeboard.com/prod_downloads/sat/sat-additional-score-report-order-form.pdf).

**You can use the Correction Form that is mailed to you with your Admission Ticket to update score recipients as well.** You have to return the updated Correction Form by mail **BEFORE** the test date **OR** hand it to the test supervisor on test day. Handing it to your test supervisor is the better option because it means you do not have to pay to mail your form to College Board. If you want to send your scores to more than four universities, then you must use the Additional Score Report Order Form (see above).

For more information on sending your SAT scores, please visit <http://www.collegeboard.com/student/testing/sat/scores/sending.html>. **Remember, because you are testing in Cameroon, you cannot use a credit card for any College Board services. Always look for the instructions to complete a task via mail.**

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